

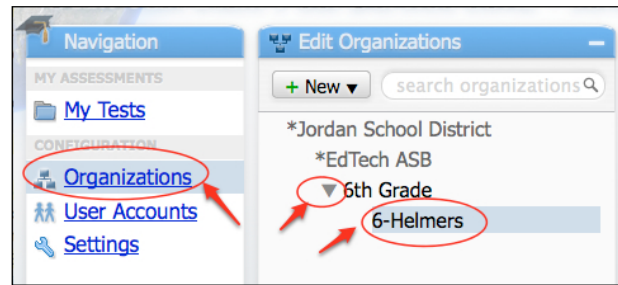
## CREATE STUDENT ACCOUNTS

Sign into your UTIPS account.

Select **Organizations**.

**Select :**

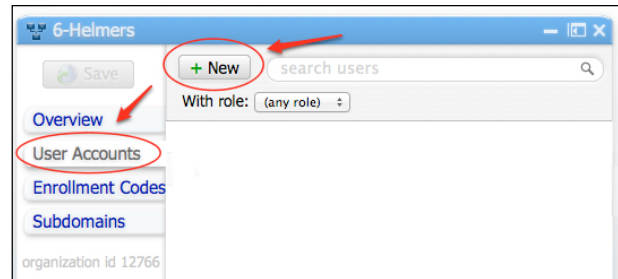
- Your **School**
- Your **Grade** (click triangle to left of **Grade**)
- Your **Class**



Select **User Accounts**

A window will open on the right to add new **User Accounts**.

Select **New**



The **Settings for new User** pane will open on the right.

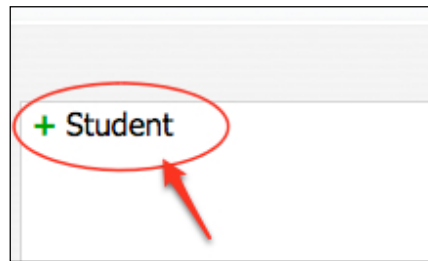
**Enter the following information:**

- User name
- Password
- Re-enter Password
- First Name
- Last Name
- Do not enter an email address
- SIS Login-Disregard this if you do not use SIS Logins

Select **+Choose a role**.

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A window will open to the right.  
Select **Student**.



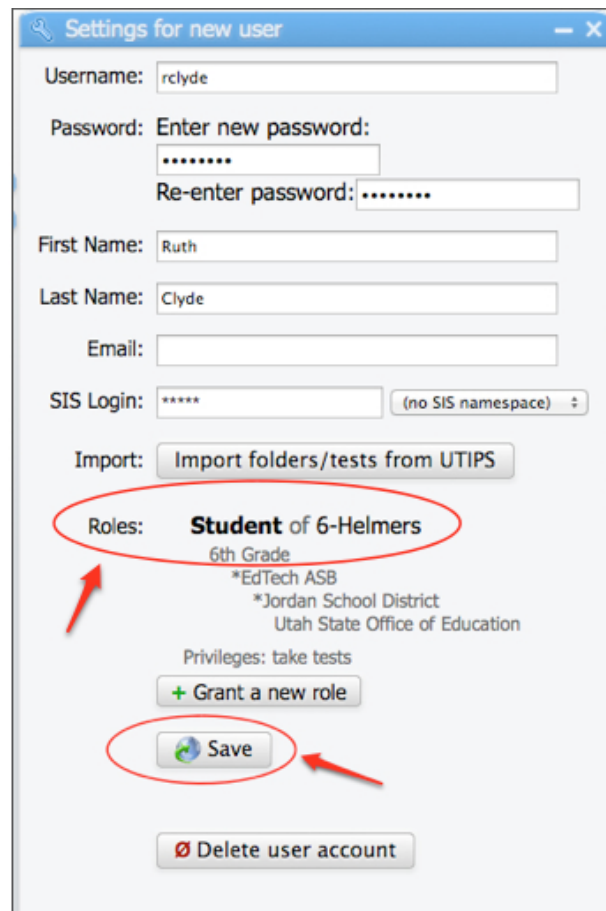
The **Setting for new user** pane now shows the student is in your class.

In this example, Ruth Clyde is a student of 6-Helmets at the EdTech ASB in Jordan School District.

When finished, select **Save**.

Continue to add student accounts.

If you need to delete a user account, select **Delete user account**.

A screenshot of the 'Settings for new user' window. The window has a blue title bar with a magnifying glass icon and the text 'Settings for new user'. The form contains the following fields: Username (rclyde), Password (Enter new password: .....), Re-enter password (.....), First Name (Ruth), Last Name (Clyde), Email (empty), SIS Login (\*\*\*\*\*), and a dropdown menu for SIS namespace (no SIS namespace). Below these fields is an 'Import' button labeled 'Import folders/tests from UTIPS'. The 'Roles' section shows 'Student of 6-Helmets' with a red oval around it and an arrow pointing to it. Below the role, it lists '6th Grade', '\*EdTech ASB', '\*Jordan School District', and 'Utah State Office of Education'. The 'Privileges' section shows 'take tests'. There are two buttons at the bottom: '+ Grant a new role' and a 'Save' button (circled in red with an arrow pointing to it). At the very bottom is a 'Delete user account' button with a red 'X' icon.